

Checklist for Thesis Submission

(for the candidates since July 2009 Session)

1. Application form for Thesis Submission.
 - Duly filled up
 - Photo to be pasted in the space provided
 - Declaration to be filled in and Photo to be attested by Research Supervisor(s)
 - Signature of the Research Scholar and Research Supervisor(s)
2. FEES.
 - All fee receipts in original
 - Ph. D. Thesis Submission Fee– 3675/-
 - Application downloading Fee(if applicable)- 25/-
 - Affiliation Fee– 420/-
 - Open Defence Fee– 1050/- per financial year w.e.f 01.04.2013
(Open Defence Fee is not applicable for SC/ST candidates; submit caste certificate from the concerned authorities)
 - Late fee for thesis submission, @ 2000/- per 30 days and part thereof; for delay after 3 months from the date of conduct of Pre-Submission seminar(if applicable)
3. Fee statement in chronological order signed by Research Supervisor(s)/Research Centre Head.
4. Forwarding letter from the Research Centre.
5. P G Degree Certificate Original and copy attested by the Research Supervisor(s).
6. Mphil/NET/Entrance Pass Memo/ Experience Certificate from the concerned authority in Original and copy attested by the Research Supervisor(s).
7. NLC from Kerala University Library.
8. NLC from concerned Research Centre.
9. NLC from University Hostel.
10. Relevant orders (Registration order, Title Change/ Modification order, Change of Guide order, Co- guide inclusion Order, Change of Research Centre, Revival order, Pre-Submission Seminar Order, Conversion to FT/PT Order, Re- Registration Order, Extension Order, etc., Conversion Order, etc.).
11. MFR and Recognition if PG/ MPhil is from outside Universities.
12. 12 copies of the Synopsis in a single paper without the name and signature of the Research Scholar or Research Supervisor(s).
13. Course Work Certificate and Marklist in Original and copy attested by the Research Supervisor(s).

14. Pre-Submission Seminar -: Proceedings and Attendance.
15. Certificate from the Research Supervisor(s) that changes/ suggestions/ modifications (if any) suggested in the Pre-Submission Seminar is incorporated.
16. Copy of the Published work in an approved journal bearing ISSN signed by the Research Supervisor(s); produce proof for approval.
17. Original and copy of two Paper Presentation Certificates in National/International conferences/seminars attested by the Research Supervisor(s) based on the Ph. D Work.
18. 2 CD's and the Declarations signed by the Research Scholar and Research Supervisor(s)(to be submitted only after allotting Register Number).
19. Request from the research scholar recommended by the Research Supervisor(s) for condoning the delay in submission of thesis after 3 months from the date of conduct of Pre-Submission seminar.(if applicable)
20. Declaration from the Research Supervisor(s) regarding date of superannuation.
21. Declaration from the Research Supervisor who is not working under the jurisdiction of Kerala University stating that the number of candidates working under his/her supervision is as per the UGC/University norms.
22. Declaration from the Doctoral Committee Chairman and the Research Supervisor(s) stating that the 80% of the Research work was completed at the time of availing extension(if applicable).
23. Foreign Scholars have to submit copy of passport and research visa attested by the Research Supervisor(s).
24. Panel prepared by the Research Supervisor(s) approved by the Head of the concerned Department and approved by the Dean of the Faculty concerned(the Research Supervisor has to submit the panel to the Registrar confidentially either directly or via speed post within one week of the conduct of the Pre-Submission seminar).